

Vacancy Announcement No. / Position Title

[FSN# 2012/04 \(T\) / Voucher Examiner \(PSU\)](#)

[FSN# 2012/04 / Voucher Examiner \(PSU\)](#)

[FSN# 2012/48 / Mason](#)

[FSN# 2012/64 / Refrigeration and Air Conditioning Mechanic](#)

[FSN# 2012/71 / Commercial Clerk \(When-Actually-Employed position\)](#)

[FSN# 2012/87 / Electrician](#)

[FSN# 2012/93 \(T\) / Supply Clerk/Custodian Foreman](#)

[FSN# 2012/93 / Supply Clerk/Custodian Foreman](#)

[FSN# 2012/101 / Painter](#)

[FSN# 2012/108 / Realty Administrative Assistant](#)

[FSN# 2012/112 \(T\) / Financial Assistant](#)

[FSN# 2012/112 / Financial Assistant](#)

[FSN# 2012/113 / Medical Research Technologist \(TB Coordinator\)](#)

[FSN# 2012/116 / Security Technician](#)

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[FSN# 2012/122 \(T\) / Administrative Clerk](#)

[FSN# 2012/122 / Administrative Clerk](#)

[FSN# 2012/123 / Clerk \(Exhibition Support\)](#)

[FSN# 2012/124 \(T\) / Fraud Investigations Specialist](#)

[FSN# 2012/124 / Fraud Investigations Specialist](#)

[FSN# 2012/01 \(T\) / A.I.D. Project Management Specialist \(Malaria\)](#)

[FSN# 2012/01 / A.I.D. Project Management Specialist \(Malaria\)](#)

[FSN# 2012/121 \(T\) / Information and Knowledge Management Assistant](#)

[FSN# 2012/121 / Information and Knowledge Management Assistant](#)

[FSN# 2012/126 \(T\) / Administrative Associate](#)

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FSN# 2012/04 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: September 21, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: September 21, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/48

Mason

OPEN TO: All interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School;
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/64

Refrigeration and Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration and Air Conditioning Mechanic, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance and repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational School is required;
- (2) Two-year experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license (copy of driver license is required to be submitted with the application package).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN substitute a valid EPT score for the TOEIC score**
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/71

Commercial Clerk (When-Actually-Employed position)

OPEN TO: All Interested Candidates

POSITION: Commercial Clerk, FSN-5; FP-9

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: When-Actually-Employed (WAE)

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Commercial Clerk in the Foreign Commercial Service (FCS) Office, located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provides administrative and clerical support for a variety of commercial-related activities. Under supervision and guidance of Commercial Service officers and FSN Commercial Specialists, makes appointments, prepares schedules, maintains contact lists, finalizes reports and other office documents, answers phone and directs messages to appropriate staff, greets/escorts office visitors, and assists at trade events. Also serves as back-up to the Commercial Secretary/Receptionist.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary School;
- (2) At least one year of administrative or clerical experience;
- (3) Level III (Good working knowledge) in Thai and English (TOEIC score of **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have good working skill in operating Word Processing, Excel, PowerPoint;
- (5) Knowledge in operating typical office audio-visual equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of the candidate's educational transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN substitute a valid EPT score for the TOEIC score.**
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/87
Electrician

OPEN TO: All Interested Candidates

POSITION: Electrician, FSN-5; FP-9

OPENING DATE: September 14, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): Position Grade: FSN-5, THB 324,136 per annum (minimum starting salary)
Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of technical school, and must possess vocational training in electrical installation, maintenance and repair or preventive maintenance;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Valid Thai driver's license (must provide a copy of valid Thai driver's license with application) and ability to drive.

PLEASE ATTACH A COPY OF TRANSCRIPT, VALID OFFICIAL TOEIC SCORE REPORT AND VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/93 (T)

Supply Clerk/Custodian Foreman

OPEN TO: All interested Candidates

POSITION: Supply Clerk/Custodian Foreman, FSN-2; FP-CC (Trainee)

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-2, THB 213,060 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-CC

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk/Custodian Foreman located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTIONS REQUIRED:

Supervise three contract custodians on daily custodial services in the Consulate General Office building and its annexes. Perform daily custodial service and maintain office supplies, stationary, and office supply storeroom. Assist in sorting in-coming mail and pouches and in dispatching out-going mail and pouch.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of Secondary School;

(2) Two-year experience as a custodial or maintenance technician;

(3) Level II (limited knowledge) speaking/reading/writing Thai, and Level I (Rudimentary knowledge) speaking, reading, writing and understanding of English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;

(4) Knowledge in custodial science to include various types of chemicals, equipment and methods of custodial work.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 22, 2012

This is a re-advertisement of announcement from September 14, 2012. Applications previously received will also be considered. Only shortlisted candidates will be notified.

FSN# 2012/93

Supply Clerk/Custodian Foreman

OPEN TO: All interested Candidates

POSITION: Supply Clerk/Custodian Foreman, FSN-3; FP-BB

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk/Custodian Foreman located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTIONS REQUIRED:

Supervise three contract custodians on daily custodial services in the Consulate General Office building and its annexes. Perform daily custodial service and maintain office supplies, stationary, and office supply storeroom. Assist in sorting in-coming mail and pouches and in dispatching out-going mail and pouch.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary School;
- (2) Two-year experience as a custodial or maintenance technician including 1 year of prior experience in supervision and planning;
- (3) Level II (limited knowledge) speaking/reading/writing Thai, and Level I (Rudimentary knowledge) speaking, reading, writing and understanding of English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Knowledge in custodial science to include various types of chemicals, equipment and methods of custodial work.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: November 22, 2012

This is a re-advertisement of announcement from September 14, 2012. Applications previously received will also be considered. Only shortlisted candidates will be notified.

FSN# 2012/101

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurnishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School is required;
- (2) Two-year experience as a fully qualified journey is required;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license (copy of driver license is required).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkcrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/108

Realty Administrative Assistant

OPEN TO: All interested Candidates

POSITION: Realty Administrative Assistant, FSN-7; FP-7

OPENING DATE: November 2, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy in Bangkok is seeking an individual for the position of Realty Administrative Assistant in the General Services Office/Housing (GSO/Housing) located at GPF Witthayu Tower, 5th Floor, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manages the GSO Housing check-in/check-out process for all Embassy employees arriving or departing Bangkok, schedule and conduct exit inspections for some 420 residences. Duties also include assist new employees and sponsors with residential keys, housing questions, and provide housing resource information.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Business College;
- (2) Three years of real estate management experience or housing matters;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have knowledge of PC based software packages i.e. Microsoft Office.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: November 15, 2012

FSN# 2012/112 (T)
Financial Assistant

OPEN TO: All interested Candidates

POSITION: Financial Assistant, FSN-7, FP-7

OPENING DATE: October 19, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Assistant in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Manages International Law Enforcement Academy (ILEA) finance and accounting. Responsible for coordination of all financial transactions for ILEA, Bangkok. Coordinates with US Embassy Bangkok accountants and works directly for ILEA Executive Director on the annual operating budget and two-year projections.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) A Bachelor's degree in Finance or Accounting is required;
- (2) A minimum of two years of experience in finance and/or accounting field is required;
- (3) Level 3 (TOEIC score at **600** or higher) – Good working knowledge in Speaking/Reading/Writing English is required. Level 4 - Fluent command in Speaking/Reading/Writing Thai is required. The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Knowledge of IT software, excel, power point is required;
- (5) Ability to write annual reports in English and Thai and share document with ILEA staff.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: November 15, 2012

FSN# 2012/112
Financial Assistant

OPEN TO: All interested Candidates

POSITION: Financial Assistant, FSN-8, FP-6

OPENING DATE: October 19, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Assistant in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Manages International Law Enforcement Academy (ILEA) finance and accounting. Responsible for coordination of all financial transactions for ILEA, Bangkok. Coordinates with US Embassy Bangkok accountants and works directly for ILEA Executive Director on the annual operating budget and two-year projections.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) A Bachelor's degree in Finance or Accounting is required;
- (2) A minimum of three years of experience in finance and/or accounting field is required;
- (3) Level 3 (TOEIC score at **600** or higher) – Good working knowledge in Speaking/Reading/Writing English is required. Level 4 - Fluent command in Speaking/Reading/Writing Thai is required. The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Knowledge of IT software, Excel, PowerPoint is required;
- (5) Ability to write annual reports in English and Thai and share document with ILEA staff.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: November 15, 2012

FSN# 2012/113

Medical Research Technologist (TB Coordinator)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (TB Coordinator), FSN-9; FP-5(Step 1 thru 4)

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist (TB Coordinator) in the TB Prevention and Control Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Organize, implement, coordinate, and supervise TB prevention and control activities of various programs conducted by CDC in collaboration with the Ministry of Public Health, non-governmental organizations, universities, and partners in surrounding Mekong Region countries. Duties also include provide implementation guidance and technical support to 5-10 staff in partner agencies. Incumbent must have a thorough knowledge of public health techniques and methodologies and the ability to adapt selected methodologies to insure that the section's program objectives are met.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master's degree in Social Science, Public Health, Nursing or related field is required;
- (2) Three years progressively responsible work in TB or public health program management;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have a thorough understanding of public health practices, theory, and methods;
- (5) Able to conduct, develop, and oversees delivery of training sessions for CDC staff and MOPH collaborators in the areas of TB prevention and control and review technical issues related to implementation of projects.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN substitute a valid EPT score for the TOEIC score.**
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/116
Security Technician

OPEN TO: All interested Candidates

POSITION: Security Technician, FSN-6, FP-8

OPENING DATE: November 2, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in the Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational Degree in Electronics/Electrical/Mechanical Engineering;
- (2) Five years of experience in major repairs and installation of electrical and heavy duty mechanical equipment;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: November 15, 2012

FSN# 2012/118

Program Management Assistant

OPEN TO: All interested Candidates

POSITION: Program Management Assistant, FSN-8, FP-6

OPENING DATE: November 2, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in the U.S. Centers for Disease Control and Prevention (CDC) Office, Division of Global Migration and Quarantine (DGMQ), located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Responsible for performing program management and administrative support duties for DGMQ Immigrant, Refugee and Migrant Health program, Program activities include a variety of projects at Thai MOPH/U.S. CDC Collaboration (TUC), work closely with external partners, such as the International Organization for Migration (IOM) and non-governmental organizations (NGOs). It is anticipated that the incumbent's duties will be primarily administrative at first and more managerial as he or she gains experience and a better understanding of the operations and organization of the group.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Liberal Arts, Management or Business is required;
- (2) Two years of responsible work experience in program management, administrative support activities, and finance;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Have detailed knowledge on financial management and the specific requirement for project documentation with government or donor-funding and be able to establish activities and budgetary reporting standards, document management, and document filing;

(5) Experience in the use of various computer software programs such as word processing, spreadsheets, email and database.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 15, 2012

FSN# 2012/119

Chauffeur

OPEN TO: All interested Candidates

POSITION: Chauffeur, FSN-3, FP-BB

OPENING DATE: November 2, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3, THB 219,568 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive all types of vehicle in the AFRIMS' fleet including Land cruisers, Toyota Vans, and a 1½ ton Flat Bed Truck. Maintain vehicle trip books and gas receipts and return them to the Dispatcher for consolidation and accountability records. Reports in writing any maintenance problems discovered in a vehicle while in use, maintain assigned vehicle in a high state of cleanliness, perform preventive maintenance checks and minor repairs, and perform various other duties as assigned.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary School (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must have basic knowledge of driving skills, local laws and regulations governing use of vehicles on roadways;

- (5) Able to drive and possess a valid Thai driver's license;
- (6) Possess basic automotive mechanical skill.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 15, 2012

FSN# 2012/122 (T)
Administrative Clerk

OPEN TO: All interested Candidates

POSITION: Administrative Clerk, FSN-5, FP-9 (Trainee)

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in the Drug Enforcement Administration (DEA), located at 120-122 Wireless Road, Bangkok

BASIC FUNCTIONS REQUIRED:

The job holder performs a wide range of administrative tasks, supply management, property management, equipment inventory, data entry and reporting requirements to multiple automated information systems. S/he is also responsible for maintaining Time and Attendance for PSC personnel, and their overtime and leave records, and processing vouchers for 3 Budget Analysts within the State Department RFMS. In addition, s/he delivers official correspondences to the various Thai and foreign counterparts in metropolitan Bangkok and delivers payments to local vendors.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least two years of full-time post secondary study at college or university;
- (2) At least one years of experience in administration, finance, accounting, or budgeting;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have basic computer skills in Microsoft Word, Excel and Powerpoint and typing skills in Thai and English;

- (5) Must be able to use an automated accounting system;
- (6) Must be able to effectively communicate when delivering messages, contacting local vendors for purchasing office supplies, and deal effectively with personnel at all levels.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/122
Administrative Clerk

OPEN TO: All interested Candidates

POSITION: Administrative Clerk, FSN-6, FP-8

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Drug Enforcement Administration (DEA), located at 120-122 Wireless Road, Bangkok

BASIC FUNCTIONS REQUIRED:

The job holder performs a wide range of administrative tasks, supply management, property management, equipment inventory, data entry and reporting requirements to multiple automated information systems. S/he is also responsible for maintaining Time and Attendance for PSC personnel, and their overtime and leave records, and processing vouchers for 3 Budget Analysts within the State Department RFMS. In addition, s/he delivers official correspondences to the various Thai and foreign counterparts in metropolitan Bangkok and delivers payments to local vendors.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least two years of full-time post secondary study at college or university;
- (2) At least two years of experience in administration, finance, accounting, or budgeting;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. Must have basic computer skills in Microsoft Word, Excel and PowerPoint and typing skills in Thai and English;
- (4) Must be able to use an automated accounting system;

(5) Must be able to effectively communicate when delivering messages, contacting local vendors for purchasing office supplies, and deal effectively with personnel at all levels.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The short-list is conditional given that the selected candidate for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/123

Clerk (Exhibition Support)

OPEN TO: All interested Candidates

POSITION: Clerk (Exhibition Support), FSN-4, FP-AA

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

LENGTH OF HIRE: When-actually-employed (WAE)

ALL NONORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS REQUIRED:

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk (Exhibition Support) in its Public Affairs Section, located at GPF Witthayu Building, Wireless Road, Bangkok.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary School (Mathayom 6);
- (2) One year general clerical experience;
- (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/124 (T)

Fraud Investigations Specialist

OPEN TO: All interested Candidates

POSITION: Fraud Investigations Specialist, FSN-8, FP-6, Trainee

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Fraud Investigations Specialist in the Consular Section, located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform a range of investigative activities in detecting and countering fraudulent efforts to obtain Consular services and immigration benefits. Conduct both in-house and field investigations on matters pertaining to fraudulent attempts to obtain U.S. non-immigrant and immigrant visas, false claims to U.S. citizenship, malafide efforts to obtain federal benefits, and other matters involving immigration related document fraud, document reproduction, and malafide use of official or quasi-official documents.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;

(2) Three years of progressively responsible experience in investigative work with military, police, private security, foreign embassies, or U.S. government organization;

(3) Level IV (Fluent) speaking/reading/writing English and Thai is required (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must possess good knowledge in advanced investigative techniques, interviewing and question skill; rules of evidence and functions and jurisdictions of Thai government offices and agencies possess skills and abilities in planning, organizing and conducting investigations; and in obtaining evidence and gaining the confidence and cooperation of interviewees;

(5) Possess excellent analytical skill and judgment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/124

Fraud Investigations Specialist

OPEN TO: All interested Candidates

POSITION: Fraud Investigations Specialist, FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Fraud Investigations Specialist in the Consular Section, located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform a range of investigative activities in detecting and countering fraudulent efforts to obtain Consular services and immigration benefits. Conduct both in-house and field investigations on matters pertaining to fraudulent attempts to obtain U.S. non-immigrant and immigrant visas, false claims to U.S. citizenship, malafide efforts to obtain federal benefits, and other matters involving immigration related document fraud, document reproduction, and malafide use of official or quasi-official documents.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;

(2) Three years of progressively responsible experience in investigative work with military, police, private security, foreign embassies, or U.S. government organization;

(3) Level IV(Fluent) speaking/reading/writing English and Thai is required (TOEIC score at **855** or higher) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

- (4) Must possess good knowledge in advanced investigative techniques, interviewing and question skill; rules of evidence and functions and jurisdictions of Thai government offices and agencies possess skills and abilities in planning, organizing and conducting investigations; and in obtaining evidence and gaining the confidence and cooperation of interviewees;
- (5) Must successfully pass the FSI required courses;
- (6) Possess excellent analytical skill and judgment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM CAN substitute a valid EPT score for the TOEIC score.**
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

** We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: November 22, 2012

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-12

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

(5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/121 (T)

Information and Knowledge Management Assistant

OPEN TO: All interested Candidates (Thai Citizens)

POSITION: Information and Knowledge Management Assistant, FSN-8 (Trainee)

OPENING DATE: November 9, 2012

CLOSING DATE: November 29, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Information and Knowledge Management Assistant in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Director's Office (DIR), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

This job holder serves the Lower Mekong Initiative (LMI) Coordination Hub. S/he is responsible for updating and managing the LMI website, ensuring the shared knowledge in the LMI Hub information is accurate and the posted information is cleared and up-to-date. S/he must securely maintain data integrity and liaise regularly with RDMA and Embassy staff, and LMI government staff to solicit materials to post on the LMI website. In addition, the job holder performs logistics management for Hub supported events, and provides administrative support including preparing time and attendance for employees of LMI Hub, preparing travel plans and vouchers and preparing operating budgets.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in information technology, communication arts, administration, Art, Sciences or Social Sciences;
- (2) At least three years of progressively responsible experience in information management, knowledge sharing, website design or administrative assistance in general office environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Ability to coordinate with U.S. officers and foreign national officers on program development, deal effectively with Embassy personnel and host country government and other interested organizations on LMI operations, and work well with others with exceptional communication and organization skills;

(5) Ability to maintain the LMI hub information system, maintain the LMI program budget, and manage travel & logistic for LMI operations.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 29, 2012

FSN# 2012/121

Information and Knowledge Management Assistant

OPEN TO: All interested Candidates (Thai Citizens)

POSITION: Information and Knowledge Management Assistant, FSN-9

OPENING DATE: November 9, 2012

CLOSING DATE: November 29, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Information and Knowledge Management Assistant in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Director's Office (DIR), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

This job holder serves the Lower Mekong Initiative (LMI) Coordination Hub. S/he is responsible for updating and managing the LMI website, ensuring the shared knowledge in the LMI Hub information is accurate and the posted information is cleared and up-to-date. S/he must securely maintain data integrity and liaise regularly with RDMA and Embassy staff, and LMI government staff to solicit materials to post on the LMI website. In addition, the job holder performs logistics management for Hub supported events, and provides administrative support including preparing time and attendance for employees of LMI Hub, preparing travel plans and vouchers and preparing operating budgets.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in information technology, communication arts, administration, Art, Sciences or Social Sciences;
- (2) At least four years of progressively responsible experience in information management, knowledge sharing, website design or administrative assistance in general office environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Ability to coordinate with U.S. officers and foreign national officers on program development, deal effectively with Embassy personnel and host country government and other interested organizations on LMI operations, and work well with others with exceptional communication and organization skills;

(5) Ability to maintain the LMI hub information system, maintain the LMI program budget, and manage travel and logistic for LMI operations.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. SELECTED CANDIDATES will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: November 29, 2012

FSN# 2012/126 (T)
Administrative Associate

OPEN TO: All interested Candidates (Thai Citizens)

POSITION: Administrative Associate, FSN-5 (Trainee)

OPENING DATE: November 9, 2012

CLOSING DATE: November 29, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the Administrative Associate to Office of Public Health (OPH). The incumbent assists the lead secretary with providing a full range of day to day secretarial and administrative support functions for the OPH. Duties include maintaining calendars, scheduling appointments, travel coordination and arrangements, establishing and maintaining office filing system, and performing a variety of other clerical duties. Must be able to work independently, manage numerous and diverse tasks with confidence, adapt quickly to change and demonstrate flexibility in meeting the needs of both internally and externally customers.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Business/Public Administration, International Development, Finance, Human Resource Management, Social Science or Arts;
- (2) At least one years of progressively responsible experience in secretarial/administrative management as a Secretary/Administrative Assistant to a middle or a senior manager;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have computer skills in Microsoft Word, Excel and PowerPoint and typing skills in Thai and English;
- (5) Must be able to work effectively in a team environment;

(6) Must have strong organizational skills and excellent interpersonal and communication skills.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. SELECTED CANDIDATES will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.

(5) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: November 29, 2012

FSN# 2012/126

Administrative Associate

OPEN TO: All interested Candidates (Thai Citizens)

POSITION: Administrative Associate, FSN-6

OPENING DATE: November 9, 2012

CLOSING DATE: November 29, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the Administrative Associate to Office of Public Health (OPH). The incumbent assists the lead secretary with providing a full range of day to day secretarial and administrative support functions for the OPH. Duties include maintaining calendars, scheduling appointments, travel coordination and arrangements, establishing and maintaining office filing system, and performing a variety of other clerical duties. Must be able to work independently, manage numerous and diverse tasks with confidence, adapt quickly to change and demonstrate flexibility in meeting the needs of both internally and externally customers.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Business/Public Administration, International Development, Finance, Human Resource Management, Social Science or Arts;
- (2) At least two years of progressively responsible experience in secretarial/administrative management including at least one of the years must be as a Secretary/Administrative Assistant to a middle or a senior manager;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have computer skills in Microsoft Word, Excel and PowerPoint and typing skills in Thai and English;
- (5) Must be able to work effectively in a team environment;

(6) Must have strong organizational skills and excellent interpersonal and communication skills.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: November 29, 2012
